

Job Title:	<b>Community Center Supervisor</b>
Job Description Number:	<b>1016</b>
Department/Division:	<b>Parks &amp; Rec/Recreation</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>212</b>
Immediate Supervisor:	<b>Recreation Operations Administrator</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

**Brief Description of the Job:**

Plan, develop, implement, and promote programs and events for the community. Complete reports and forms to document expenditures, activities, attendance, and participation. Interact with agencies, businesses, associations and with the residents within the community. Recruit volunteers and secure locations for the events. Supervise overall programs, activities, and events. Supervise and schedule Community Center staff, drive the mini-bus for activities. Purchase items for special events or programs. Daily maintenance of the facility.

**Essential Functions:**

**Coordinate schedules/activities/events (40%):** Develop a general outline for activities/events. Meet with staff for quality program delivery. Identify potential resources for program support (staff, teacher, and volunteers.) Recruit support team for events (volunteers, agencies, and community staff.) Establish and confirm availability of dates and times of events. Assure positive self-development presentations. Advertise the events through flyers, internet, parents, participants, community, etc. Develop a budget. Submit program for approval (PDP.)

**Coordinate Summer Program (25%):** Develop a general outline for the Super Summer Program. This includes program operational period and program content, daily operation, and in house activities (field trips, guest presenters.) Interview/hire/assist train/ schedule summer staff. Meet with staff to schedule calendar and days of events, identify if special training is needed, and create staff schedules, rules, and responsibilities. Determine program content (daily events etc.)

**Afterschool program (15%):** Work with the Academic Coordinator to ensure the quality of the afterschool program. Assist the program when needed by communicating with participants and families. Assist with any disciplinary issues with afterschool participants. Assist with monthly newsletters and afterschool events.

**Reporting (10%):** Keep records to include daily drop-in participants, program participants, rentals, etc. and prepare the information for quarterly and yearly reports.

Other duties and responsibilities as assigned.

## **Physical Demands**

**Overall Strength Demands:** Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

**Physical Demands:** Continuously requires standing, walking, carrying, handling, pushing/pulling, climbing, vision, hearing, twisting, and talking. Frequently requires fine dexterity, lifting, sitting, kneeling, foot controls, bending, and crouching. Occasionally requires reaching and balancing. Rarely requires crawling.

**Machines, Tools, Equipment, and Work Aids:** Calculator, copier, printer, and paper shredder.

**Computer Equipment and Software:** Desktop computer, Microsoft Word, PowerPoint, Excel, and related software.

## **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Seasonal exposure to extreme temperature and wetness and/or humidity.

**Health and Safety:** None.

**Primary Work Location:** Community Center Building.

**Protective Equipment Required:** None.

## **Non-Physical Demands**

Frequently requires frequent change of tasks and working closely with others as part of a team. Occasionally requires time pressures, emergency situations, irregular schedule/overtime, performing multiple tasks simultaneously, tedious or exacting work, and noisy/distracting environment.

## **Job Requirements**

**Formal Education:** Bachelor's degree or equivalent in Recreation, Physical Education or related field is required.

**Experience:** Over two years of experience in a recreational setting at a supervisory level are required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** CPR First Aid Certification.

## **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include U.S.D.A. and Loaves & Fishes. Internal contacts include Parks and Grounds and Building Maintenance.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision. This position is responsible for supervising the positions of (insert titles).

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.